

Boston Re-Entry Initiative (Value Based Initiative/COPS Program)
VBI Community Mentor:

Will have direct responsibility of the ex-offender, and work to develop personal goals and track participant's progress. Background with community service agencies, Correctional system mandatory. Proven ability at counseling and directing urban/adjudicated adults.

Job Duties

1. Meet and assess the needs of inmates at the House of Correction who are selected for the program;
2. Provide written documentation of all mentoring services provided from initial contact at the House of Correction until the offender is no longer in contact with the program.
3. Assist other program staff (case manager, job developer, program supervisors and coordinators) develop a comprehensive discharge plan tailored to the individual needs of the offender;
4. Continue to meet and deliver services to inmates for the duration of their confinement at the House of Correction;
5. Meet and provide mentoring services to offenders immediately after their release from the House of Correction;
6. Track offenders commitment and compliance with the discharge plan
7. Assist other program staff update the discharge plan and participate in team meeting concerning the offender's needs;
7. 8. Provide bi-monthly weekly reports of offender's participation in the program and case notes

Requirements

1. Demonstrated experience working with an offender population
2. Strong counseling and interpersonal skills.
3. Maintain flexible work schedule to best serve the needs of the offenders (must have excellent time management skills);
4. Strong administrative skills and ability to document program services.
5. Ability to work in a team with other program providers as well as to follow directions provided by the program supervisors.
6. Ability to work in the criminal justice system: Must be able to abide by all relevant institutional policies and procedures of the Sheriff's Department and the Boston Police Department; must be able to keep offender information confidential

Specific Responsibilities

Pre-Release: VBI Mentor/coordinator:

- Schedule 3-5 meetings prior to release with the inmate @ HOC and assist in the development and carefully review the discharge planning information
- Meet with other program providers to coordinate services specified in the discharge plan

Release

- Arrange to meet the inmate at the correctional institution on the day of release or to ensure that a constructive family member or friend is present

Post-Release

- Working with resource agencies, provide mentoring support services to ex-offender based on needs identified in the discharge planning process.
- Provide regular contact (day-to-day) and support in finding:
 - Housing
 - Employment
 - After-care Services
- Make appropriate human service referrals provide transportation, and follow-up with the inmate, as needed.
- Attend bi-monthly with the BPD/VBI REI Project Team for case review, to assess both the ex-offender and the initiative's progress.
- Provide case file documentation, for tracking purposes.
- Assist in the preparation of the release-sessions, and exchange information on service and referrals.
- **Suggested Work Schedule: 40 Hours per week (all dependant on # of referrals)**

Administrative Work

10 hours

- Provide written documentation of all mentoring services provided from initial contact at the House of Correction until the offender is no longer in contact with the program

Mentor Visits (HOC/Field)

10 hours

- Schedule 3-5 meetings prior to release with the inmate @ HOC and assist in the development and carefully review the discharge planning information

- Arrange to meet the inmate at the correctional institution on the day of release or to ensure that a constructive family member or friend is present

- Provide regular contact (day-to-day/assessed by need of inmate) and support in finding:

 - Housing

 - Employment

 - After-care Services

Outreach to Community Resources 10 hours

- Meet with other program providers to coordinate services specified in the discharge plan

- Working with resource agencies, provide mentoring support services to ex-offender based on needs identified in the discharge planning process.

- Make appropriate human service referrals provide transportation, and follow-up with the inmate, as needed

Follow-up/Meetings 10 hours

- Attend bi-monthly with the BPD/VBI REI Project Team for case review, to assess both the ex-offender and the initiative's progress.

- Assist in the preparation of the release-sessions, and exchange information on service and referrals.

- Check in with employers, & other direct service providers